

**NEIGHBORHOOD OUTREACH SPECIALIST (SUPPORT SPECIALIST II)**  
**MAYOR'S OFFICE**  
**NEIGHBORHOOD PROGRAM & COMMUNITY SERVICES**

**SALARY RANGE:** \$17.60 - \$23.59

**CLOSING DATE:** Open until filled

**ABOUT THE JOB:** The Neighborhood Outreach Specialist provides general staff support and public customer service to the city's 11 formally recognized Neighborhood Association Committees (NACs), Beaverton Committee for Citizen Involvement (BCCI), and Beaverton Cares. The position requires the ability to work with a variety of stakeholders and respond to requests from the public in a professional and courteous manner. A successful candidate will have interest and/or experience in promoting public participation and citizen involvement in various projects and activities.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Assist with coordination of community projects and events sponsored by both the city and NACs.
- Assist with marketing strategy of community projects and events; including website, direct mail, social media and earned media opportunities.
- Demonstrate strong initiative and ability to manage time, prioritize multiple and concurrent tasks, and quickly produce results under tight deadlines.
- Assist community volunteers and provide resources as needed; and represent the city in informational/operational roles.
- Refer customers to resources of other agencies, non-profits, and organizations.
- Participate in program operational/procedural development and implementation, including research, creating timelines, compiling information, and preparing and distributing materials.
- Use applications in the Microsoft Office Suite (especially Outlook, Word, PowerPoint, Access, and Excel) and Adobe Creative Suite (Photoshop, Illustrator, InDesign).
- Provide back-up for general office support as needed. The position typically works standard office hours (five days per week), however, occasional evening or weekend work is required.

**TO QUALIFY:** Requires a high school diploma or GED and two years of general office experience. Experience in public participation, event coordination, community outreach, and the provision of social services is desirable.

This position requires the ability to: communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public; strong interpersonal skills including rapport building and establishing/maintaining effective relationships; participate on a team focused on producing high quality results; prepare reports and marketing materials. Requires a valid driver's license and the ability to meet the city's driving standards.

**HOW TO APPLY:** All interested candidates may apply by submitting a cover letter and City of Beaverton application form to the Human Resources Department, Beaverton City Hall, 4755 SW Griffith Drive, Beaverton, OR 97005. Applications may be completed on our website at [www.beavertonoregon.gov](http://www.beavertonoregon.gov).

